

Student Handbook

Youth Program

Outer Banks Community Sailing

An on-the-water program of the
Roanoke Island Maritime Museum



Revised 2/16/2015

Introduction

The Outer Banks Community Sailing Program is pleased to offer sailing programs for youth ages 8 and older. Using the fun of sailing the program teaches seamanship, from basic to advanced. The program promotes self-reliance, awareness of safety, adaptability to the forces of nature, developing their self-confidence, sportsmanship, and respect for others, boats, and the sea.

Each student is assigned a boat in which he or she will sail. Students enrolled in the Optimist class will sail alone or may sail with another student if under 9 years old. Students enrolled in the 420 class will sail two students to a boat.

Check-in and orientation for all sessions will be held at the Maritime Museum located at 104 Fernando Street at the waterfront park in downtown Manteo. Information for the session will take place on Monday of each session.

The **Statement of Understanding and Medical Information and Consent** forms must be signed by the student and parents or guardians and returned to the museum prior to the first day of class.

To ensure the success of the program the cooperation of all students is required. Students are expected to launch and retrieve the boats and assist with program equipment each day. Parents are to ensure that students engage in conduct becoming to the program - safety is of the utmost importance. Behavioral problems that undermine safety or disrupt the program may result in expulsion without reimbursement of tuition.

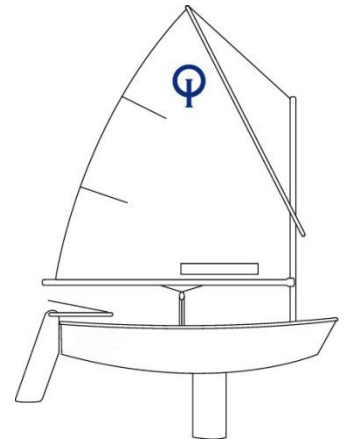
Goals

The program sessions have been developed to allow the coaches to provide a curriculum that will introduce seamanship and the fundamentals of sailing to beginners while teaching more advanced techniques to students with experience. The coach will encourage cooperation from every sailor. Students will be encouraged to help one another with rigging, launching, retrieval, maintenance of boats and equipment.

Sailing is a life time sport. This program will encourage students to continue in the sport at a level they are comfortable with weather it is causal sailing with friends or racing.

THANK YOU SPONSORS

Our boats are maintained with the help of local sponsors. Their names are on the sides of our sail boats. Please support these businesses when you can.



Program Descriptions

Optimist Program

The Optimist dinghy is a single-handed pram designed to be sailed by sailors age 8 to 15 and under 120 pounds. This is where a majority of our students begin.

Students need no prior experience, but should be comfortable in the water and average swimmers. The student will learn basic boat handling skills, the parts of the boat, rules of the road, and basic sailing theory.

The program provides plenty of on the water time for each student to become with the feel of the boat and wind.

Beginning students age 8 – 9 may sail double handed in this program. It is recommended that beginning students be scheduled in the morning class to take advantage of light winds.



Opti Racer Program

The prerequisite for this class is successful completion of the Optimist Program. In the Opti Racer program students are introduced to racing rules and tactics, with a focus on boat handling and race course skills.

Students will be encouraged to participate in our local regatta at the end of the course. Other local and regional regattas will also be available to students. This will require travel and parental involvement in transportation and supervision of racers at travel events. Students in this class will also be encouraged to join U.S. Sailing.

420 Program

The 420 is a dinghy sailed by two persons. We use the 420 for teaching older beginners, and for further developing the sailing skills of teenagers.

The student should be at least 13 years old to participate in this program. Completion of the Optimist program or prior sailing experience is preferred but is not required.

This program is designed to give the students maximum on the water time. The student will learn more advanced sail trim and boat handling skills and will be introduced to racing tactics.



Sunfish

The Sunfish is one of the most recognized sailboats on the water. We use the Sunfish for older students and to complement our other boats.



Tuition

Tuition is shown on the sailing program application available at the Maritime Museum or on the Town of Manteo web site. The Maritime Museum is located at 104 Fernando Street on the Manteo waterfront. Included in the tuition is a program T-shirt. Size selection should be made on the application.

Forms, Rules, and Gear

The two attached forms are to be completed and signed by the student's parents or guardians, as well as the student. These forms must be completed and returned to the museum prior to or on the first day of class.

The *Medical Information and Consent* form is to be completed and signed by a parent or guardian. Please complete this form so the student can receive proper care in the event of illness or accident. The *Statement of Understanding* form helps the student and the parents or guardians understand what is expected. The parent or guardian is asked to read the information with the student so all points are understood. At the same time the *Statement of Understanding* is discussed, please review the *Outer Banks Community Sailing. Youth Sailing Rules and Regulations*.

The List of Gear is a checklist of what is recommended for the comfort and safety of the student.

Safety

Safety is of prime importance to our program.

For the safety of all, no one other than those participating in or administering the program will be allowed on the docks or in the boats during the session. Parents or guardians can watch the sessions from the lighthouse dock.

While on the docks, in boats, and in the water, everyone must wear a U.S. Coast Guard approved life jacket. This includes the sailors, coaches, volunteers, and any other visitor or family member involved in the program. We will provide life jackets for each student.

All sailors, instructors, and assisting volunteers must wear boat or tennis shoes while on the docks, in boats, in the water, on the grounds, and in buildings. Sandals, flip-flops, and similar footwear are unacceptable since they do not properly protect the feet and toes. Shoes with soft, non-skid soles, uppers of fabric or leather, with tied lacing are preferred. Tennis shoes are acceptable. Boat or tennis shoes assist in preventing injuries from slipping on wet surfaces, cutting feet on broken glass and oyster shells, and stubbing or breaking toes.

Participants who do not follow these basic safety rules will not be allowed to participate in the program.



Swimming Check

Regardless of the student's age or whether they have participated in the program previously, a swim check will be administered the first day. Under the supervision of our sailing coaches, the student will swim in normal sailing clothing in the waters of Shallowbay Bay, 25 yards without a life jacket, and while treading water must be able to put on and remove a PFD. There will be no exceptions or special considerations for the swimming test. This is to ensure the student is comfortable in the water. Students do not need to be expert swimmers.

Inclement Weather

On days when the weather is unsuitable for on the water instruction, staff will select appropriate sailing-related activities based on the skill, size, ages of classes, and safety concerns.

Classes

Each one-week session has a morning class and an afternoon class, both of which are for a duration of 4 hours. Unless informed otherwise, all classes begin and end at the Maritime Museum.

The classes begin and end promptly as follows:

Morning 8:00 AM - 12 noon

Afternoon 1:00 PM - 5:00 PM

Attendance

To ensure the success of the program, prompt and regular attendance is essential. As with all education courses the Program builds on the lessons learned the day before. Therefore, it is neither practical nor fair to the coaches to ask that a student be admitted after the first day of class. This is disruptive to the other students in that it takes instruction time from them in order to bring the absent or tardy student to their level.

The student is the responsibility of the coaches during class time; therefore the student must stay with the class at all times. Upon dismissal at the end of the class day the student becomes the responsibility of the parent or guardian.

Students must be picked up promptly after each session ends as staff / coaches will not be available to oversee any students left unattended. We would appreciate your cooperation in this regard as the student's safety is paramount.

Instruction Levels

The teaching staff, coaches will assess each student on the basis of experience and performance and the instruction will be tailored accordingly. If there is a question, please call one of the staff listed below.



Contact Us

Outer Banks Community Sailing

Phone: 252.475.1750 E-mail: sailing@townofmanteo.com

Tuesday Afternoon Sailing

Past and present students of the Sailing Program are invited to participate in recreational sailing on Tuesday afternoons.

This is a great opportunity to practice skills and have some fun. Parents are expected to be in attendance as spectators and/or to help out. Boats will be available on a first-come first served basis.



YOUTH SAILING PROGRAM

GEAR LIST

Please bring the items listed below to each class.

BOAT OR TENNIS SHOES

Slip on or lace up tennis shoes – Crocs or slip on water shoes are acceptable.
Water shoes work the best!

HAT OR VISOR

SUNSCREEN

SUNGLASSES

If your sailors wears glasses, a Croakies style strap will help keep them from losing their glasses.

PLASTIC WATER BOTTLE

Please bring a bottle that can be re-filled

SWIMSUIT

Should wear to class – our only changing area are the public restrooms

TOWEL

SNACK

BAG TO STORE GEAR

with name



Youth Sailing Program Rules and Regulations

Each class involves 2 to 3 instructors, safety boat and up to 8 students learning to sail, 8 Optimists or four 420's. It is a complicated program, and rules are needed to ensure that it runs smoothly. A smooth operation means more time sailing, fewer accidents, and happier sailors. Cooperation and strict adherence to the rules by parents and students are essential for a successful program.

1. Students will be subject to the instructions of the program manager, duty volunteer, the sailing coaches, and/or the parent liaison.
2. Please be prompt. We expect students to be ready to start classes on time. We also expect parents to pick up students on time after classes. Our coaches deserve an uninterrupted lunch break between classes and after a long hard day, should not have to wait for students to be picked up by their parents.
3. Students will conduct themselves in a responsible manner. No running, pushing, or shoving is permitted in the parking area, classroom, or on the docks.
4. All students are required to take and pass a swim check.
5. Life jackets are to be worn at all times while on the dock, in a boat, or in the water. Shoes must be worn at all times – boat, tennis, Crocs, and slip-on water shoes are acceptable.
6. All personal equipment must be marked with the student's name and be properly stored while attending class. A spot will be provided in the boat house.
7. It is suggested that whenever possible, students should come to class wearing appropriate clothing for sailing. The only changing facility is the public restroom in the boat house. Sunburn can be a problem. Students are responsible for their own sunscreen protection. Hats and T-shirts are recommended. Light complexioned students may want to wear long-sleeved shirts and long pants. Be prepared for up to 3 hours in the sun with short breaks. Dry-wick shirts are great at keeping the wearer cool and hold their shape when wet.
8. Students are to handle boats in a proper, seaman-like manner. Intentional capsizing and ramming other boats or the dock will not be tolerated. Learning to sail takes concentration so stay alert in the class and avoid fooling around when sailing, rigging, or moving boats.
9. Report any injuries to coaches as soon as possible. An accident report will be completed.
10. Students must obey all seamanship and right-of-way rules- as instructed
11. Students are not to operate any powerboats.
12. Report any damage to boats, rigging, or sails to coaches as soon as possible. Early attention can sometimes prevent further damage or an accident. Any damage to property due to negligence is the monetary responsibility of the student and parent.
13. Unacceptable behavior may result in loss of sailing privileges or expulsion.

We are constantly striving to improve the Youth Sailing Program and appreciate any constructive comments offered by parents and students. Evaluation sheets are provided for this purpose but instructors and members of the committee are happy to receive suggestions at any time.

Last Name: _____

MEDICAL INFORMATION AND CONSENT FORM Session: _____

Student's Name: _____

Date of Birth: _____ Height: _____ Weight: _____ Sex: _____

Parents/Guardians: _____

Local address & phone while enrolled in program (street name and number, and city):

Father's Phone: _____ Cell: _____ E-mail: _____

Mother's Phone: _____ Cell: _____ E-mail: _____

Guardian's Phone: _____ Cell: _____ E-mail: _____

If parents or guardians cannot be reached, other person to contact in an emergency.

Name: _____ Phone: _____

Relationship: _____

Doctors and Medical Insurance

Physician's Name: _____ Phone: _____

Dentist's Name: _____ Phone: _____

Medical Insurance Company: _____

Policy Number: _____

Physical Considerations

Date of last physical examination: _____

Allergies to foods and drugs: _____

Inoculations current?: _____ Current medications: _____

Are there learning or physical disabilities that would prevent full participation in the program?: _____

Please describe any medical considerations, needs, or concerns about which we should be aware; please be specific: _____

Medical Consent

The undersigned represent that they are the parents/guardians of the student named above, and in the event of illness or injury of said student while participating in the Outer Banks Community Sailing Program's Youth Sailing Program, agree as follows, provided that the undersigned is unavailable:

1. The undersigned consents to furnishing said student such medical care, attention, and treatment by any hospital or physician or dentist as such hospital or physician or dentist deems necessary or advisable.
2. The undersigned authorizes any staff member of the Roanoke Island Maritime Museum to consent to such medical care, attention, or treatment.
3. The undersigned shall pay costs of such medical care, attention, or treatment, and shall indemnify and hold free and harmless from any and all liability for such cost the Town of Manteo, Outer Banks Community Sailing or Friends of the Roanoke Island Maritime Museum and its officers, coaches, and staff thereof.

Parents/Guardian _____ Date _____

Students Name: _____

STATEMENT OF UNDERSTANDING **Session:** _____

The sailing course you are about to begin is an exciting and demanding challenge, and you need to be aware of what will be involved in the course and be willing to study and practice to achieve success.

The enclosed *Medical Information and Consent* and the *Statement of Understanding* forms must be completed and signed by you and your parents or guardian.

A swim check is required of all students on the first day of class. The swim check consists of swimming in normal sailing clothing including shoes in the waters of Shallowbag Bay. Under the supervision of your sailing coach, the student will swim 25 yards without a life Jacket, and while treading water must be able to put on and remove your life jacket. A life jacket will be provided by the program.

Boat, tennis shoes, Crocs, or slip-on water shoes will be worn at all times. Sandals, flip-flops and similar footwear are unacceptable since they do not properly protect your feet and toes. Boat or tennis shoes with soft, non-skid soles, uppers of fabric or leather, with tied lacing are probably the best. Heavy shoes, skate shoes are not recommended since they become very heavy when wet. Shoes assist in preventing injuries from slipping on wet surfaces, cutting feet on broken glass and oyster shells, and stubbing or breaking toes.

To be more comfortable, bring a towel, and a bag in which to keep your belongings. For health and safety, bring sunglasses, a hat or visor, sunscreen, and a water bottle. Don't forget your life jacket and deck shoes. Put your name on all items you bring to class.

Student Agreement

I understand that in entering this sailing course I agree to obey all program rules as set forth by the Outer Banks Community Sailing Program, the coaches and museum staff; that I will use the utmost care in the use of boats and equipment; that I will not engage in any horseplay or other disruptive behavior. I understand that failure to attend classes, arrive promptly, and abide by the rules may result in my suspension from the program.

Student's Signature _____ **Date** _____

Parent/Guardian Agreement

I/We have read the student information booklet. I/We understand the content of this statement and agree to see that our child adheres to the program rules; to assume the obligation for the expenses of repair and/or replacement of program equipment that is attributable to my child's reckless or irresponsible behavior; and to make an appointment for a parent-child-instructor conference if requested.

PHOTO PERMISSION - Publicity (for parents/guardians)

☐ Yes ☐ No - I give permission for use of my child/children in photos "in-house" such as Group Photo & fleet photo distributed to campers.

☐ Yes ☐ No - I give permission for use of my child in promotional photographs and/or videos including the camp web page and social media sites utilized by the camp. My child may be interviewed, photographed, and/or videotaped by the news media, including newspapers, magazines, television, and/or radio, for camp community interest stories and promotion.

Parent's/Guardian's Signature _____ **Date** _____